

**11D PAM 1-201**  
**COMMAND INSPECTION CHECKLIST**

FUNCTIONAL AREA: Supply and Services	CHAPTER: 11 SECTION: A	DATE OF REVISION: 1 SEP 02	
PROPONENT/PHONE NO: G4 350-6657/6226	PROGRAM/ACTIVITY/TOPIC (PAT)  Supply Operations	UNIT INSPECTED/DATE:	
ITEM		GO	NO-GO
<p>A. Specific Questions:</p> <p><b>NOTE: If the ULLS S4 program has not been implemented, property accountability will automatically start at 69-points/red rating.</b></p> <p><b>NOTE: When using memorandums for justifying missing documents, the memorandums must be signed by the battalion commander.</b></p> <p>1. Property Accountability</p> <ul style="list-style-type: none"> <li>a. Has unit implemented the ULLS S4 program for automated hand receipts?</li> <li>* b. Are file copies of the H/R (SPBS-R print-out) signed by the commander? (DA Pam 710-2-1 Para 5-3)</li> <li>* c. Are all MTOE items on hand or on request? (AR 710-2, Para 2-6)</li> <li>* d. Is excess equipment being turned in/ reported to the DPBO? (Da Pam 710-2-1 Para 3-5)</li> <li>* e. Has corrective action been taken on serial number deficiencies noted by the Division Property Book Officer? (DA Pam 710-2-1 Para 4-19)</li> <li>* f. Is property listed on the unit's SPBS-R printout subhand receipted to the individual or comparable element? (DA Pam 710-2-1 Para 5-3(2))</li> <li>* g. Are subhand receipts properly maintained and kept current? (DA Pam 710-2-1 Para 5-3, fig 5-1)</li> <li>* h. Are component hand receipts properly prepared and maintained? (DA Pam 710-2-1 Para 6-2)</li> <li>* i. Are change documents for transactions of issue/turn-in between the responsible officer and hand receipt holder being used? (DA Pam 710-2-1 Para 5-3)</li> <li>* j. Have hand receipt annexes been established for non expendable component shortages and validated by the supporting PBO Team Chief? (DA Pam 710-2-1 Para 6-1)</li> <li>k. Are separate DA Form 2062s or automated hand receipts used for CFMO, TDA, organizational and installation property? (DA Pam 710-2-1, Para 5-3)</li> <li>* l. Are nonexpendable component shortages on valid requisition? (DA Pam 710-2-1 Para 2-12)</li> <li>* m. Are supporting documents in the supporting document files to account for property? ( DA Pam 710-2-1,para 4-16)</li> <li>* n. Are cyclic inventories conducted, signed and filed? (DA Pam 710-2-1 Para 9-6)</li> <li>* o. Are sensitive item listings inventoried monthly, signed and filed? (DA Pam 710-2-1 Para 9-9)</li> </ul>			

## 2. Supply Administration

- a. Is a list of file numbers on hand? AR 25-400-2
- b. Are files maintained IAW AR 25-400-2?
- \* c. Is current SOP on hand and signed by the Approving Authority/Commander? (DA Pam 710-2-1 Para 5-7)
- \* d. Are corrections made to documents IAW the guidelines found in the regulations? (IE ROS, AR 735, Para 13-47)
- \* e. Are Reports of Survey on file? (AR 25-400-2)
- \* f. Are Reports of Survey prepared IAW AR 735-5? (Fig 13-3a)
- g. Are Statement of Charges/Cash Collection Vouchers prepared IAW AR 735-5? (Fig 12-5a)
- h. Are delays explained in writing and attached to Report of Survey (ROS) as an exhibit? (AR 735-5 Para 13-13)
- i. Are ROS exhibits labeled IAW AR 735-5? (Para 13-9)
- \* j. Are completed copies of ROS maintained on file for a period of two years? (AR 25-400-2)
- \* k. Are quarterly evaluations under the Command Supply Discipline Program (CSDP) (AR 735-5 Table B-7)
- \* l. Are quarterly Central Issue Facility (CIF) Recons maintained on file for two years? (4 ea on hand) (DA Pam 710-2-1 Para 10-16)
- \* m. Has the commander delegated authority (DA Form 1687) for a representative to request and receive supplies? (Da Pam 710-2-1 Para 2-32)
- n. Are DA Form 1687s prepared IAW DA Pam 710-2-1? (Fig 2-14)

## 3. Absentee Baggage (AR 700-84)

- a. Are documents on hand to support absentee status?
- b. Has absentee clothing/equipment been inventoried by a SGT or above?
- c. Are inventories conducted IAW the appropriate regulations?
- d. Is the original copy of the inventory placed in the container with the property?
- e. Are other copies maintained in the unit absentee suspense file?
- f. Has a secure storage area been designated?
- g. Is absentee clothing and equipment stored in a secure storage area with limited access?
- h. Are individuals receipting for property on the original copy of the inventory upon their return?
- i. Are proper procedures implemented to ensure that abandoned property is properly disposed?

ITEM	GO	NO GO
<p>4. Clothing Records: (AR 700-84, DA Pam 710-2-1)</p> <ul style="list-style-type: none"> <li>a. Are clothing show/shakedown inspections conducted at least annually on DA Form 3078s?</li> <li>b. Are DA Form 3078s properly prepared?</li> <li>c. Are initial issue clothing shortages replaced IAW AR 700-84?</li> <li>d. Are inventories of Organizational Clothing and Individual Equipment (OCIE) on DA Form 3645 for E4 and below conducted IAW DA Pam 710-2-1?</li> <li>e. Are DA Form 3645s prepared correctly?</li> <li>f. Are shortages accounted for IAW AR 735-5?</li> <li>g. Are Responsibility Statements on file and signed by SGTs and above for OCIE?</li> <li>h. Are copies of the CIF printout on file?</li> <li>i. Are responsibility statements on file and signed by SGTs through SGM for initial issue items? (Updated at least annually)</li> <li>j. Are unused columns slashed or lined through on DA Forms 3078/3645 to verify completion of inventories?</li> </ul> <p>5. Class II and IV (Document Register):</p> <ul style="list-style-type: none"> <li>a. Are document registers on hand IAW AR 25-400-2?</li> <li>* b. Is a current MFR on hand to assign a block of serial numbers for use in the document register? (DA Pam 710-2-1 Para 2-23)</li> <li>c. Are the document registers filled out properly? (DA Pam 710-2-1 fig 2-6)</li> <li>* d. Are Document registers kept by either calendar or fiscal year? (DA Pam 710-2-1 Para 2-23)</li> <li>* e. Are priority designators properly assigned to supply requests? (DA Pam 710-2-1 Para 2-3)</li> <li>* f. Is the PBO or designated representative reviewing and authenticating all requisitions with UND A or B? (DA Pam 710-2-1 Para 2-3)</li> <li>g. Is the unit using requisition procedures? ( DA Pam 710-2-1, ch 2)</li> <li>h. Is the PBO or designated representative verifying that open requests, plus assets on hand, do not exceed authorized allowances? (AR-710-2).</li> <li>* i. Are document registers closed out at the end of the fiscal or calendar year? (AR 25-400-2)</li> <li>j. Are Recons conducted at least monthly and on file? (DA Pam 710-2-1 Para 2-31)</li> </ul> <p>Items denoted with (*) are required checks IAW the Management Control Plan (MCP)</p>		

**Rating Standard (Functional Area – Supply Operations)**

All points are determined as follows:

Point Value per Question =  $100 / \text{Total Applicable GO/NO GO Questions}$

Score = Total Possible Points - (Point Value x Number of NO GOs)

Inspector's comments mandatory for all "NO GO" items. (Attach additional sheets if necessary.)

**NOTES:****VERIFICATION**

X \_\_\_\_\_  
Unit POC's Signature, Name Rank, Date

X \_\_\_\_\_  
Inspector's Signature, Name Rank, Date